



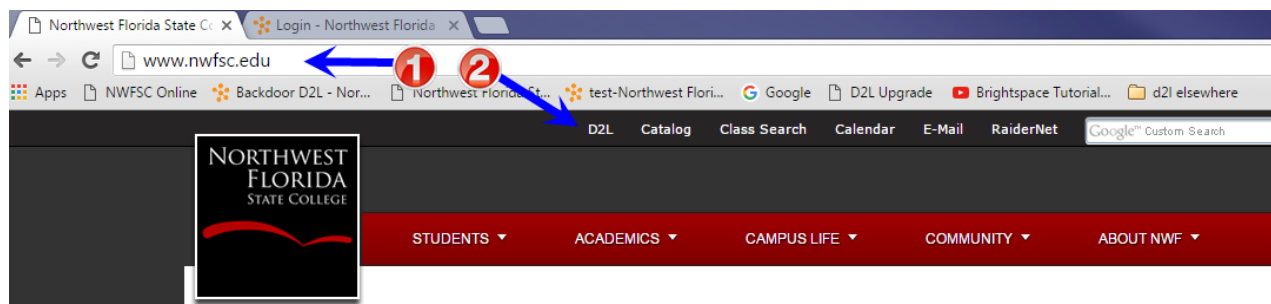
## Desire2Learn (D2L) Special Access for Quizzes

### Instructions – Special Access for Quizzes - Quick and Easy:

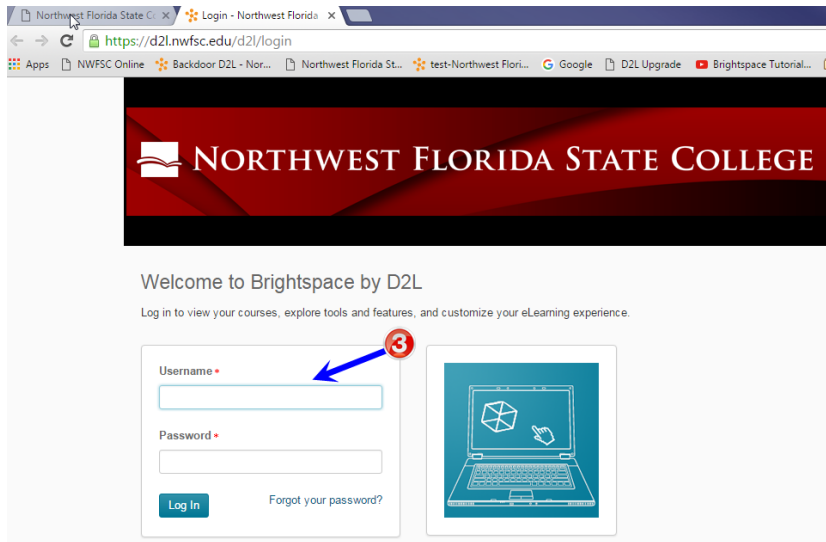
1. Launch a preferred web browser [e.g., Google Chrome, Mozilla Firefox, Microsoft Internet Explorer (IE) or Safari] and enter the **NWFSC web address** of <http://www.nwfsc.edu> (or bookmark <https://d2l.nwfsc.edu>).
2. Click the **D2L** link.
3. Log in using your **Raidernet/E-mail** credentials (omit the @nwfsc.edu in the username).
4. **Click on the D2L course name** to access the D2L course shell (virtual classroom). Use either the **Select a course...** option on the minibar or the **Courses Widget** below the navbar to find the course.
5. Click **Edit Course**.
6. Click **Quizzes**.
7. Find the quiz and **click the Quiz name**.
8. Click the **Restrictions** tab.
9. Click the **Add Users to Special Access** button.
10. Specify the new dates and/or the new time limits and then select the users to which those settings should apply. Click **Add Special Access**.
11. Click **Save and Close**.

### Instructions with Images for Detailed Assistance:

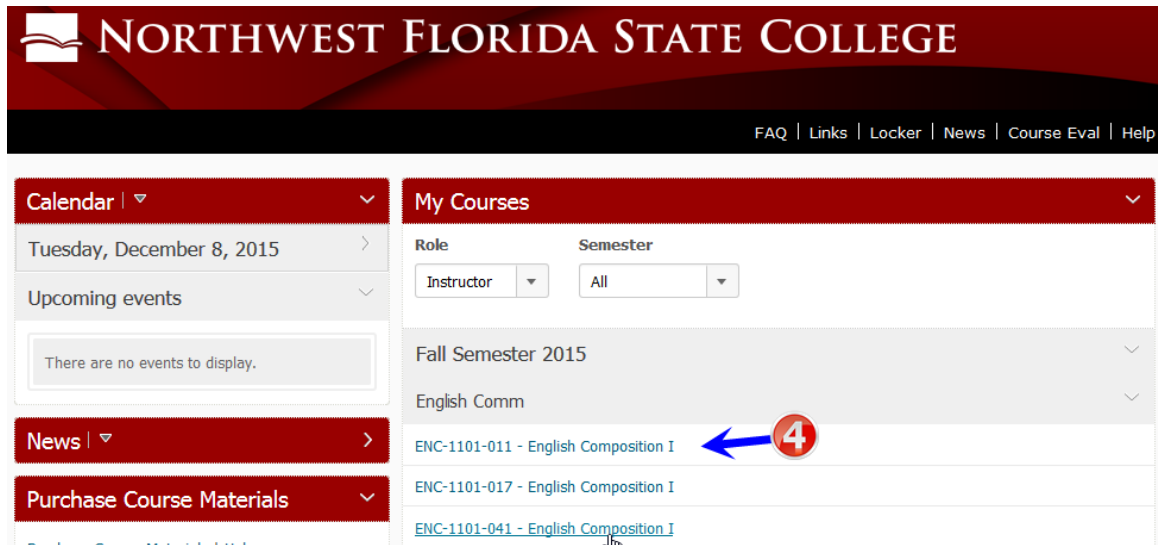
1. Launch a preferred web browser [e.g., Google Chrome, Mozilla Firefox, Microsoft Internet Explorer (IE) or Safari] and enter the **NWFSC web address** of <http://www.nwfsc.edu> (or bookmark <https://d2l.nwfsc.edu>).
2. Click the **D2L** link.



3. Log in using your **Raidernet/E-mail credentials** (omit the @nwfsc.edu in the username).



4. **Click on the D2L course name** to access the D2L course shell (virtual classroom). Use either the **Select a course...** option on the minibar or the **Courses Widget** below the navbar to find the course.



5. Click **Edit Course**



6. Click **Quizzes**.

The screenshot shows the 'Course Administration' dashboard. At the top, there is a navigation bar with links for 'Course Materials', 'Communication', 'Assessments', 'My Tools', 'NWFSC Resources', 'Edit Course', 'Capture Central', and 'Help'. Below this, the 'Course Administration' section is divided into several categories: 'Site Setup', 'Site Resources', 'Learner Management', and 'Assessment'. The 'Assessment' category contains a grid of icons for 'Checklists', 'Grades', 'Surveys', 'Competencies', and 'Quizzes'. The 'Quizzes' icon is highlighted with a red rectangular box.

7. Find the quiz and **click the Quiz name**.

The screenshot shows the 'Manage Quizzes' page. At the top, there is a navigation bar with links for 'Course Materials', 'Communication', 'Assessments', 'My Tools', 'NWFSC Resources', 'Edit Course', 'Capture Central', and 'Help'. Below this, the 'Manage Quizzes' section is divided into 'Current Quizzes' and 'Past Quizzes'. The 'Past Quizzes' section contains a table with the following data:

Past Quizzes		Published
<input type="checkbox"/>	Test #1	-
	Jul 21, 2015 11:00 AM - Jul 22, 2015 11:59 PM	
<input type="checkbox"/>	Test #2	-
	Aug 6, 2015 12:00 PM - Aug 11, 2015 5:00 PM	

The 'Test #1' text in the table is highlighted with a red rectangular box.

8. Click the **Restrictions** tab.

The screenshot shows the top navigation bar with links for Course Materials, Communication, Assessments, My Tools, and NWFSC Resources. On the right, there are links for Edit Course, Capture Central, and Help. Below the navigation bar, the page title is 'Edit Quiz - Test #1'. A series of tabs are visible: Properties, Restrictions (highlighted with a red box), Assessment, Objectives, Submission Views, and Reports Setup. The main content area is divided into sections: 'General' with a 'Name\*' field containing 'Test #1' and a 'Category' dropdown set to 'no category'; and 'Quiz Questions' with a 'Questions per page' input field and an 'Apply' button.

9. Click the **Add Users to Special Access** button.

This screenshot shows the 'Restrictions' tab selected. The 'Dates and Restrictions' section includes a 'Status' dropdown set to 'Active'. Below this, the 'Special Access' section is visible, featuring two radio button options: 'Allow selected users special access to this quiz' (which is selected) and 'Allow only users with special access to see this quiz'. A button labeled 'Add Users to Special Access' is highlighted with a red box. At the bottom of the form, there are three buttons: 'Save and Close', 'Save', and 'Cancel'.

10. Specify the new dates and/or the new time limits and then select the users to which those settings should apply. Click **Add Special Access**.

Course Materials | Communication | Assessments | My Tools | NWFSC Resources | Edit Course | Capture Central | Help

### Add Special Access to Quiz: Test #1

Special Access Properties

**Availability**

Has Start Date  
7/21/2015 11:00 AM Now  
United States - Chicago

Has End Date  
7/25/2015 11:59 PM Now  
United States - Chicago

**Timing**

No changes  No enforced time limit  Enforced time limit

**Time Limit**  
180 minute(s)

Assign an alternative grace period  
**Grace Period**  
1 minute(s) before flagged as late

Assign alternative late behaviour  
**Late Behaviour**  
What should happen after the grace period?  
 Quiz is flagged as late, but student can continue working.  
 Quiz is flagged as late, and student is prevented from making further changes.  
 Quiz is flagged as late, but student can continue working. Quiz will be automatically scored as zero after the specified limit.

**Users**

Search For:   Show Search Options

20 per page

First Name ▲, Last Name, Id
<input type="checkbox"/> Jan pontiaj (Id: -ts-pontiaj)
<input type="checkbox"/> student pontiaj-01 (Id: -ts-pontiaj-01)
<input checked="" type="checkbox"/> student pontiaj-02 (Id: -ts-pontiaj-02)
<input type="checkbox"/> student pontiaj-03 (Id: -ts-pontiaj-03)

20 per page

11. Click **Save and Close**.

Course Materials | Communication | Assessments | My Tools | NWFSC Resources | Edit Course | C

### Edit Quiz - Test #1

Properties | **Restrictions** | Assessment | Objectives | Submission Views | Reports Setup

**Dates and Restrictions**

**Status**  
Active

**Availability**

Has Start Date 7/21/2015 11:00 AM Now  
United States - Chicago

Has End Date 7/22/2015 11:59 PM Now  
United States - Chicago

Display In Calendar

password